



## DEPARTMENT OF JUSTICE CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

<b>DEPARTMENT:</b>	DEPARTMENT OF JUSTICE	<b>RELEASE DATE:</b>	Monday, December 11, 2006
<b>POSITION TITLE:</b>	Chief Deputy Attorney General, Legal Affairs	<b>FINAL FILING DATE:</b>	Tuesday, December 26, 2006
<b>CEA LEVEL:</b>	CHIEF DEPUTY ATTORNEY GENERAL, C.E.A. (5720)	<b>EXTENDED FINAL FILING DATE:</b>	
<b>SALARY RANGE:</b>	\$11,779.00 - \$12,986.00 / Month	<b>BULLETIN ID:</b>	12072006_8

### POSITION DESCRIPTION

Under the direction of the Attorney General, plans, organizes, and directs the Legal programs of the Department of Justice. Establishes legal policy and manages the Division of Civil Law, Division of Criminal Law, Division of Public Rights and the Division of Legal Support and Technology; provides legal counsel to the Attorney General in the operation of all the Department's legal programs; represents the Attorney General and serves as the primary legal contact with the Governor's Office, client agencies, the judiciary and constituent groups.

### MINIMUM QUALIFICATIONS

Membership in The State Bar of California. (Applicants must have active membership in The State Bar before they will be eligible for appointment.)

and

Experience: Either

1. Broad and extensive experience in the practice of law\* in the California state service of which at least five years must have been in a class with substantially the same level of duties and responsibilities as those for the class of Deputy Attorney General III in the California State service; or

2. Broad and extensive experience (more that five years) in the private practice of law\*, or in a legal capacity in the Federal service, or in the service of a California city or county, of which at least three years must have involved responsibility for planning, organizing, directing and coordinating the work of a large law office or the work of a group of attorneys practicing in specialized fields of law.

\*Experience in the "practice of law" or "performing legal duties" or "legal experience" is defined as only that legal experience acquired after admission to The Bar.

## KNOWLEDGE AND ABILITIES

Knowledge of: Methods and problems of administering the work of a large governmental law office; principles of personnel management and supervision; scope and character of California statutory law and provisions of the California Constitution; statutes and constitutional provisions governing the organization, duties powers and conduct of the work of the Attorney General's Office and the Department of Justice; legal principles and their application; principles of administrative and constitutional law; rules of evidence and conduct of proceedings in trial and appellate courts in California and the United States and before administrative bodies; legal research methods; the Department's Affirmative Action Program objectives; a supervisor's role in the Affirmative Action Program and the processes available to meet affirmative action objectives.

Ability to: Perform research; plan and direct the activities of a technical staff and coordinate the legal work of the Department; analyze difficult and complex legal problems, and apply legal principles and precedents to particular sets of facts; present statements of fact, law and argument clearly and logically in written and oral form; analyze and draft proposed legislative measures; prepare or direct the preparation of administrative reports; win the confidence and respect of members of the legal profession, public officials and other persons contacted in the work; speak effectively; effectively contribute to the Department's equal employment opportunity objectives.

## DESIRABLE QUALIFICATION(S)

Knowledge of policies and operating practices of the Division of Civil Law, Division of Criminal Law, Division of Public Rights, and Division of Legal Support. Demonstrated leadership, planning and supervisory skills; ability to develop policy setting decisions and direct their implementation by the legal divisions of the Department of Justice. The ability to interact positively and effectively with district attorneys, sworn and non-sworn law enforcement officials, representatives of client agencies, and other members of the Attorney General's Office at all levels. Ability to advise the Attorney General and other elected State officials and agency heads on matters of law and Department of Justice policy.

## EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Chief Deputy Attorney General, Legal Affairs**, with the **DEPARTMENT OF JUSTICE**. Applications will be retained for twelve months.

*The Results of this examination will be used only to fill this position.*

## FILING INSTRUCTIONS

### Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length.
- Resumes do not take the place of the Statement of Qualifications.

**Applicants who fail to submit the Statement of Qualifications may be eliminated from this examination process.**

**The application, Statement of Qualifications and resume must be submitted by the final filing date to:**

DEPARTMENT OF JUSTICE, Personnel Programs/Testing and Selection Unit  
P.O. Box 944255, Sacramento, CA 94244-2550  
Cheryl Hernandez | 916-323-6960 | [cheryl.hernandez@doj.ca.gov](mailto:cheryl.hernandez@doj.ca.gov)

### **ADDITIONAL INFORMATION**

Questions regarding this examination should be directed to Don Hayashida at (916) 324-5043 (ATSS 454-5043).

### **SPECIAL TESTING**

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

### **GENERAL INFORMATION**

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The DEPARTMENT OF JUSTICE reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgement, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class.

**Class specs:** <http://www.dpa.ca.gov/textdocs/specs/s5/s5720.txt>